

Vendor Compliance Survey

Please answer the following questions about how your team handles *collecting* proof of vendor coverage (COIs, W-9's, Permits, Licenses), *checking documents* against contract requirements, *verifying coverage*, and *maintaining* compliance when working with third parties.

Risk Manager/ Owner Questions	Answer
<p>1 Who manages your vendor compliance? (Subs, Commercial Tenants, Franchisees, Suppliers, etc) Give examples, insurance, licences</p>	
<p>2 How are documents currently collected from vendors today? Is someone emailing, calling them one by one? How long does it typically take to get this information back from your vendors/third parties?</p>	
<p>3 How many vendors do you have?</p>	
<p>4 What are you currently using to continuously manage compliance? Is it all tracked in one place? What's your compliance score?</p>	
<p>5 How do you track and manage expiring certificates or compliance documents from your third parties?</p>	
<p>6 How often do you check for compliance? (standard answers: once per year, never, depends on the level of risk posed by vendor, etc)</p>	

Risk Manager/ Owner Questions	Answer
7 Are you satisfied with that frequency?	
8 How do you track your agreements?	
9 How do you verify documents against an agreement?	
10 What concerns do you have with compliance in light of covid-19? Have you made sure your vendors still have insurance?	
11 Are you aware of the risks of not tracking your vendors for compliance?	
12 Are you notified if a certificate is changed or cancelled?	
13 Do you have visibility into third party/ vendor compliance for your entire organization? (every location, every project, etc.)	